

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : CIA Welfare Assistance Board and CIA Employee Welfare Fund

REFERENCE : Memorandum of the Director of Central Intelligence dated 26 October 1953, ER 4-7857, subject: CIA Welfare Board

1. Effective this date I hereby establish the CIA Welfare Assistance Board to replace the CIA Welfare Board appointed in referenced memorandum which is hereby rescinded. The balance of funds to the credit of the CIA Welfare Board will be transferred to the CIA Welfare Assistance Board.

2. The Director of Personnel will serve as Chairman and Treasurer of the CIA Welfare Assistance Board with his deputy as his alternate in these capacities. The Deputy Directors (Support), (Intelligence), and (Plans) shall each appoint a regular member and an alternate for membership on the Board. The Chairman shall appoint an Executive Secretary and an alternate to provide administrative and clerical support to the Board and to exercise such other responsibilities as may be determined by the Board.

3. Monies received from General Services, Inc., incident to its operation of Agency-patronized cafeterias or contributed to this Fund from other sources shall be credited to the CIA Employee Welfare Fund. The Treasurer shall be responsible for the collection, receipt, custody, and expenditure of such funds in accordance with such policies as may be established by the Board. The Treasurer shall keep current books and records of all funds, expenditures, loans, and advances. The Comptroller is directed to provide such special assistance and guidance as the Treasurer may require in the performance of these duties. The Auditor will provide for periodic audits of the Treasurer's books and records, at least semi-annually or oftener if the Auditor or the Board so desires. The Treasurer may expend any or all of the funds available to the Board for such purposes as the Board may direct.

4. The Board shall have discretion to determine the purposes for which welfare funds available to it shall be expended for the benefit of CIA employees, provided only that a determination has been made that no other practicable recourse is available to the employee or employees in question, either from official or private sources.

5. The Board shall be responsible for making such bylaws, regulations, and procedures as may be necessary to the orderly conduct of its business. The Chairman shall be responsible for keeping adequate records of the Board's proceedings and of all recommendations and determinations by the Board on expenditure of funds.

6. All prior authorities and delegations regarding welfare funds available to this Agency are hereby rescinded.

ALLEN W. DULLES
Director of Central Intelligence

cc: Comptroller
Deputy Director (Intelligence)
Deputy Director (Plans)